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1947

Illinois.University--School
of Journalism--Library
Resources and rules

RESOURCES AND RULES

UNIVERSITY OF ILLINOIS
SCHOOL OF JOURNALISM LIBRARY

RESOURCES AND RULES

By EUNICE COLLINS MOHR
Journalism Librarian

URBANA, ILLINOIS · · 1947



GREGORY HALL
Home of the School of Journalism

JOURNALISM LIBRARY STAFF

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Student Assistants

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1947

RESOURCES

THE SCHOOL OF JOURNALISM at the University of Illinois maintains the most complete Journalism Library in the United States. The newspaper files and the basic book collection on journalistic subjects are unexcelled by any other School of Journalism. Additional advantages are air conditioning, good lighting, and modern furniture. The library is conveniently located in Room 122 Gregory Hall, near the Journalism classrooms, offices, and laboratories.

Although Journalism students will find most of the material needed in conjunction with their class assignments it should be realized that this library is only a small unit in the entire University library system, and that a book collection of almost two million volumes is available on the local campus.

It is impossible to predict the topics, or even the trends, of the news of the future, but it is certain that the journalist of tomorrow will be called upon to handle stories that are world-wide in scope and that he cannot possibly have background knowledge for all of them. The student who acquires a knowledge of sources of information and the techniques of using such sources efficiently will be able to supply himself with essential information in any field to which his assignments lead him.

Book Collection

The book collection of over four thousand volumes includes basic reference books and covers the field of journalism in its broader aspects of advertising, printing, typography, law of the press, freedom of the press, radio, photography and free lance writing.

Books assigned as outside reading for all Journalism courses are kept on reserve; many others are available for loans of two weeks. Among these latter are biographies and autobiographies of famous journalists and many of the current writings of foreign correspondents. Recreational reading from this collection will broaden the student's knowledge of his own field while providing good entertainment.

Newspapers

Forty daily papers are received in the Journalism Library. They have been selected as characteristic of certain types of contemporary newspapers and as representative of various sections of the country. All current issues are kept in the reading room. After several days they are removed to the newspaper stack room in the basement of the Journalism Library where they are kept on file for reference for several years. All of these newspapers are for use within the library and none are to be clipped. These files of newspapers maintained by the School of Journalism supplement one of this country's best newspaper collections which is housed in the University Library where it is available for research by faculty and graduate students.

Individual slant-topped study tables are provided in the stack room for the convenient use of bound volumes of newspapers, of which there are about three thousand.

College papers published in the State of Illinois are also filed here.

Access to the newspaper stack room is through the Journalism Library and permission to use the files must be obtained at the desk.

For a complete list of papers received see page 13.

Magazines

The library subscribes to one hundred and four magazines including both professional periodicals and those of general interest. Current issues of most titles are kept on open shelves near the circulation desk; a few are kept behind the desk and checked out there. Use of all magazines is limited to the library.

Those magazines which are bound and made a permanent part of the collection are for use within the library. The card catalog indicates which titles are bound.

See pages 14 and 15 for complete alphabetical list of magazines received currently.

House Organs

A number of house organs published by commercial firms in fields closely related to journalism are kept in a vertical file at the desk and may be checked out for use in the library.

Information Files

Uncataloged pamphlet and promotional material on all phases of journalism are kept in vertical files and may be obtained by inquiring from the person on duty at the circulation desk. Subjects on which material is available are indicated in the card catalog. The material dealing with the various aspects of radio is particularly extensive.

Morgue

Since March 1939 the library has maintained a file of clippings from all local papers on the University of Illinois, its faculty, activities and organizations. The clippings are put in envelopes and filed alphabetically by name and subject in steel cabinets located in a small room at the southeast corner of the library.

These clippings will furnish the student background for local stories not available elsewhere. The desk attendant will get the required envelopes and will refile them.

Journalism
Library



Card Catalog

The card catalog located just in front of the loan desk is an alphabetical index to all the books in this library. In general books are listed under their authors, titles and subjects. The University of Illinois Library's *Library Handbook for Undergraduate Students* has an excellent discussion on the use of the card catalog, but if after studying this guide a student still has difficulty in using the catalog he should ask the librarian on duty to assist him.

RULES

Any collection of books used by a large group of people, in fairness to all of them, must be governed by certain regulations. The heavy current enrollment taxes the library facilities and the co-operation of all students is requested in order that the library may operate at its maximum efficiency.

Use of the Journalism Library

Due to the fact that the seating capacity of the library is inadequate during certain periods each day it has been necessary to limit the use of the room to those students actually working with the books, magazines and newspapers in the room.

The schedule of open hours is always posted on the library door.

Loan Regulations

In general this library follows the loan regulations as set forth in the *Library Handbook for Undergraduate Students*, and outlined below:

Reference books, periodicals, unbound pamphlets, clippings and newspapers are to be used only in the library.

Books not reserved for class assignments and which do not come within the group indicated above may be borrowed for

Journalism Library



home use for two weeks, and may be renewed for two weeks more if not specially restricted or if not called for by someone else. All books are subject to recall at any time when needed for class use.

Reserve books may be taken out one hour before the library closes for the day and must be returned within the first hour of the next day the library is open.

Fines

Books which are not returned on time are subject to fines assessed by the Journalism Library and payable at the desk or deducted from the student's deposit fee by the Business Office.

Books borrowed for the two week period but which are not returned on time are subject to a fine of two cents a day; in computing fines Sundays and holidays are counted.

Reserve books are subject to a fine of twenty-five cents for the first hour and five cents for each additional hour that they are kept out overtime.

Books recalled for University work must be returned at once on receipt of notice. If they are not returned within two days after notice is mailed a fine of twenty-five cents a day is charged.

All books lost or damaged must be replaced or paid for. Such losses are reported to the Loan Department of the main library and settlement made through that department.

Reserve Books

Books assigned for outside reading in all Journalism courses are kept on reserve. These books may be taken out one hour before the library closes for the day and must be returned within the first hour of the next day the library is open. A notebook at the desk lists these books by courses.

In order to help students plan their studying time, the Journalism Library will save books for students to take home overnight according to the following rules:

1. A book may be reserved for any night within the current week, not farther in advance.

2. Only one book per person per night may be reserved.

3. The same book may not be reserved for the same student two days in succession.

4. A student may reserve a book only for himself; he may not sign up for books for other students.

5. If a book reserved for a student is being used in the library by another student at the time reserve books are allowed to go out, then the person reserving the book must wait until the book is turned in at the desk, but he has the privilege of taking the book out for home use.

6. Books reserved may be taken out only at the regular time for reserve loans, that is one hour before the library closes.

7. Books are reserved by signing author, title, and the student's name, in a notebook at the desk.

Reference Sources

An ability to locate and verify facts quickly is a great asset to those working with radio, advertising or any sorts of publications. A good collection of reference books is available for your use in the Journalism Library. Among them are the following which are merely suggestions to help you in answering the journalist's eternal 5 "W's." The classification is arbitrary and intended only to be indicative of the types of reference books available in various fields.

Main
Library



WHO

Who's Who in America, v. 24, 1946-47. Chicago, A. N. Marquis Company, 1946.

A biennially published volume of biographical data on outstanding living Americans giving their date of birth, occupation, education, memberships, addresses, and list of published works.

Current Biographical Reference Service (monthly). Chicago, A. N. Marquis Company.

A monthly supplement to *Who's Who in America*, giving up-to-date information on persons currently in the news.

Who's Who, 1946. London, Adam and Charles Black, 1946.

Biographical information on famous contemporaries, with emphasis on those living in Great Britain, but prominent people of other nationalities are also included.

Current Biography (monthly). New York, H. W. Wilson Company.

A monthly publication of "Who's news and why." It gives references to other periodicals, newspapers and books giving fuller accounts of persons included. One of the few sources which includes human interest type of information.

WHAT

Encyclopaedia Britannica, 24 vols. Chicago, Encyclopaedia Britannica, Inc. 1947.

Contains authoritative articles giving background material on practically any subject. Newly revised and now published under the auspices of the University of Chicago.

Information Please Almanac, 1947. Doubleday and Company, Inc., 1947.

John Kieran, editor, states that "we have put together a book of facts and figures in a way to make such matters of record not only readily available but easily absorbed."

World Almanac, 1947. New York, New York World Telegram, 1947.

An annual publication with statistical and factual information on social, industrial, financial, religious, political, educational, and other subjects, historical events, and sports records. Up-to-date and reliable, one of the most useful books for the journalist to know.

Statistical Abstract of the United States, 1946. Washington, D. C., U. S. Government Printing Office, 1946.

Gives in condensed form all types of statistics gathered by the United States Bureau of the Census, including statistics on area, population, climate, national and local government finances, agriculture, mining and manufactures.

WHERE

Rand McNally World Atlas. Premier edition. Chicago, Rand McNally & Company, 1946.

A recently revised atlas by one of the outstanding cartographic publishing companies.

On the fourth floor of the main library there is a special map library available to undergraduates.

WHEN

New York Times Index (monthly). New York, New York Times Company.

An alphabetical subject index giving dates, page and column of news items, editorials, book reviews, and feature articles appearing in the New York Times. Issued monthly with annual cumulations it serves as a master key to other newspapers and periodicals by supplying dates of publication of general and international news.

Facts on File (weekly). New York, Facts on File, Inc.

A weekly synopsis of the world news arranged chronologically by broad classifications. Its cumulative indexes make it invaluable for ascertaining the date of events and thus it offers a guide in searching newspapers for fuller accounts.

Abridged Reader's Guide (monthly). New York, H. W. Wilson Company.

An author and subject index to a selected list of periodicals published monthly with cumulations.

WHY

Encyclopedia of Social Sciences, 15 vols., New York, the Macmillan Company. 1931-35.

Contains articles written by experts in the fields of political science, economics, law, anthropology, sociology, penology, and social work, and the social aspects of ethics, education, philosophy, psychology, biology, geography, medicine and art. Bibliographies at the end of each article.

United States Government Manual. Washington, D. C., Government Information Service, 1947.

Frequent revisions of this manual give current information on the organization and functions of the Federal Government and list personnel in important administrative positions.

Illinois Blue Book, 1945-46. Springfield, Illinois, Secretary of State, 1946.

Published every two years by the State of Illinois, with names and biographies of members of the State legislature, reports of state agencies and their works, and information on cities and towns in the state. Many other states publish comparable manuals.

Professional References

Editor and Publisher 1947 International Year Book. New York, Editor and Publisher, 1947.

An annual supplement of the Editor and Publisher magazine, giving up-to-date statistical and personnel information on newspapers, agencies and associations in the United States, and foreign countries.

Editor and Publisher Market Guide, 1947. New York, Editor and Publisher, 1943.

An annual supplement of Editor and Publisher magazine, giving market information for cities and towns of the United States and Canada, including populations, retail trading areas, analysis of population, financial characteristics, location and transportation, principal industries, wholesale outlets, retail outlets and daily newspapers.

N. W. Ayer & Son's Directory of Newspapers and Periodicals, 1947, Philadelphia, N. W. Ayer & Son, Inc., 1947.

An annual listing geographically by place of publication, newspapers and periodicals published in the United States and its possessions and Canada. Gives statistics on size, subscription price, circulation, date of founding and names of editors and publishers.

Market Information for Free Lance Writers

Those interested in selling stories and feature articles will find the following sources of market information particularly useful:

Literary Market Place, 6th edition, New York, R. R. Bowker Company, 1946.

A directory of personnel of book publishing houses, organizations and publications connected with the marketing of literary material.

The Writer's Market, 11th edition, Cincinnati, Writer's Digest Publishing Company, 1945.

A classified list of 2,500 publishers buying manuscripts from free lance writers. Information includes the name, address, rate of payment, editorial requirements, word length, and style rules.

NEWSPAPERS

Subscriptions for the following newspapers run from September 1, 1947 to August 31, 1948:

Bloomington Pantagraph
Centralia Sentinel
Champaign-Urbana Courier
Champaign-Urbana News
Gazette
Chicago Daily News
Chicago Herald American
Chicago Sun
Chicago Tribune
Christian Science Monitor
Daily Illini
Decatur Review

Kansas City Star
Illinois State Journal
Illinois State Register
London Daily Times
New York Herald Tribune
New York Times
New York P M
Peoria Journal-Transcript
Publisher's Auxiliary
Rockford Star
St. Louis Post Dispatch
Washington Post

Subscriptions for the following newspapers run for a three months' period, October 15, 1947 to January 15, 1948:

Arizona Republic
Cincinnati Enquirer
Denver Post
Des Moines Register
Detroit News
Indianapolis News
Los Angeles Times
Louisville Courier-Journal

New York Daily News
New York Sun
New York World Telegram
Portland Oregonian
Providence Journal
Richmond Times Dispatch
St. Louis Globe Democrat
Toronto Star

MAGAZINES

Subscriptions for the following magazines run from September 1, 1947 to August 31, 1948:

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| Abridged Reader's Guide | Mademoiselle |
| Accent | Magazine World |
| Advertiser | Matrix |
| Advertising and Selling | Modern Packaging |
| American Press | Modern Plastics |
| Army and Navy Journal | Nation |
| Atlantic Monthly | Nation's Business |
| Author's News Letter | National Publisher |
| Better Homes and Gardens | New Republic |
| Broadcasting | New York Times Index |
| Circulation Management | New Yorker |
| Consumer's Research Bulletin | News Review |
| Coronet | Newspaper Man |
| Country Gentleman | Newspaper World |
| Current Biography | Newsweek |
| Current History | Opinion News |
| Department Store Economist | Plus Business |
| Domestic Commerce | Popular Photography |
| Editor and Publisher | Print |
| Editorial Research Reports | Printer's Ink Weekly |
| Esquire | Public Affairs Information Service |
| FM and Television | Public Opinion Quarterly |
| Foreign Affairs | Public Relations Journal |
| Fortune | Publisher's Weekly |
| Forum | Quill |
| Frequency Modulation Business | Quill and Scroll |
| Guild Reporter | Radio Market Guide |
| Harper's Bazaar | Radio Showmanship |
| Harper's Magazine | Reader's Digest |
| High School Journalist | Reporter of Direct Mail Advertising |
| Holiday | Sales Management |
| Hollywood Quarterly | Saturday Evening Post |
| House Beautiful | Scholastic Editor |
| Imprimatur | School Press Review |
| Industrial Arts Index | Science Illustrated |
| Industrial Marketing | Special Libraries |
| Inland Printer | Standard Rate and Data Service (quarterly issues) |
| International Journal of Opinion and Attitude Research | Business Paper Section |
| International Typographical Union — Bulletin | Magazine and Farm Paper |
| International Typographical Union — Typographical Journal | Newspaper |
| Journal of Applied Psychology | Radio |
| Journal of Marketing | Newspaper Map Section |
| Journalism Quarterly | Successful Farming |
| Journalist | Television |
| Life | Tide |
| | Time |

Time and Tide	Women's Wear Daily
United Nations Bulletin	World's Press News
U. S. Camera	World Report
U. S. News	Writer
Variety	Writer's Digest
Vogue	Writer's Journal
Western Advertising	Writer's Market and Methods
Who's Who Monthly Supplement	Writer's Monthly
Wilson Library Bulletin	Zeitungswissenschaft

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